



**St MARTIN'S CATHOLIC  
PRIMARY SCHOOL**

## **FEE POLICY**

### **Vision**

To be a Catholic school community that recognises the uniqueness and diversity of every person, nurturing faith, wellbeing, and inclusivity while pursuing excellence.

### **Our Mission**

To be a Catholic school community that recognises the uniqueness and diversity of every person, nurturing faith, wellbeing, and inclusivity while pursuing excellence.

### **Guiding Principles**

St Martin's School Board is guided by the following principles:

- All tuition fee processes and procedures are consistent with the South Australian Commission for Catholic Schools (SACCS) fee policy
- annual school fees are a main source of income available to meet the school's operating costs each year
- families who have elected to send their child/children to a school that requires the capacity to pay fees, then in the matter of fairness, those must make provision to afford to do so
- fees are set at a level to maintain quality education for all students whilst having consideration for the financial capacity of the community
- tuition fees are reviewed each year and adjusted yearly to avoid steep increases
- low income fee is set for those families who are eligible for the Government administered School Card scheme
- parents/guardians seeking enrolment for their child will be fully informed of the school's expectation regarding the payment of tuition fees which is outlined on the *Acceptance of Enrolment Offer* that parents/guardians sign when accepting a place for their child at the school
- upon a student's enrolment, schools agree to provide educational services for which parents/guardians accept the responsibility for payment of fees in a timely manner
- it is the responsibility of the School Board to ensure all reasonable steps are taken to enable the collection of school fees.

### **Introduction**

St Martin's Fee Policy is in accordance with the South Australian Commission for Catholic Schools (SACCS) Fee Policy dated 2021. (Updated 2023)

The education of students is a joint responsibility between school and parents/guardians of St Martin's Catholic Primary School, Greenacres.

Tuition fees are an essential part of the school's income. All Catholic schools receive Australian and State Government funding to cover the cost of teachers' salaries. The income from Tuition Fees pays for the operation of the school. For example, loan payments for capital development, non-teaching salaries, curriculum resources and professional learning, electricity, water, rates, CESA levies and charges.

Parents/guardians, in part, fulfil their responsibility through the payment of tuition fees and other costs associated with their child's education.

### **Purpose**

The purpose of the policy is to set out St Martin's Catholic Primary Schools' principles in relation to all activities associated with charging and payment of tuition fees, granting remissions and providing financially disadvantaged families with Lower-Income Tuition Fees.

### **Scope**

The Fee Policy applies to the charging and payment of tuition fee and Low-Income Tuition Fee, granting of remissions and discounts on behalf of the school.

## **Risk Management**

- The school will ensure that appropriate practices and procedures of internal control and risk management are in place for its fee remission activities including risk identification, assessment and implementation of controls
- The Principal will be responsible for ensuring appropriate practices and procedures for internal controls and risk management are adhered to.

## **Principles**

### **Professional Integrity, Accountability and Probity**

- School personnel engaged in charging of fees or granting remission or discounts will always undertake their duties fully within the ethos and the mission of St Martin's Catholic Primary School and its policies
- School personnel engaged in charging of fees or granting remission or discounts will work with parents/guardians in a just, respectful, compassionate, transparent and considered manner in the process for setting and collecting fees
- All processes relating to school tuition fees will be open, fair, and transparent
- School personnel will not use or disclose information that confers unfair disadvantage or financial benefit or detriment on a parent/guardian
- When undertaking charging fees or providing remissions or discounts, school personnel will not engage in any private business or professional activity that would create conflict between personal interest and the interest of the School
- The School will ensure that appropriate practices and procedures of internal control are implemented and monitored for its fee charging activities. All fee charging or remission activities will leave an audit trail for monitoring and reporting purposes. Compliance with the Fee Charging/Remission Procedures may be subject to audit reviews.

### **Delegated Authority**

- Principal and Business Manager to process all applications for Fee Remission in a confidential and private manner.

## **Tuition Fees**

St Martin's Catholic Primary School has adopted the CESA preferred approach of Full Fee and Lower Income approach.

St Martin's has 2 tuition fee types for families:

- 1) Full Tuition Fee
- 2) Lower Income Tuition Fee

Tuition fees support the operating/costs of the school not met by Australian and State Government funding received.

- Tuition fees are inclusive of all compulsory fees, levies and related charges, however any extra-curricular or discretionary items may be excluded and listed separately (e.g. camps and ICT laptop charges)
- Current Tuition Fees (refer Appendix A)
- Tuition Fees are reviewed each year and adjusted at the discretion of the School Board
- Tuition Fees will not be reduced by any other amount apart from Sibling discount unless a Remission has been approved.
- An early payment discount will be determined by the School Board each year.
- Parents will be notified of following year's tuition fees by the end of October of the current school year.
- Tuition Fees will be charged on an annual basis. Payments are required by the due dates as notified in communications.
- Invoice/Statements will be forwarded by the completion of Week 3, Term 1
- Statements will be forwarded during Week 1 of each Term or available online via the Community Portal
- Students starting at later dates during the year will have their fees applied at a rate determined by the length of stay
- Students who take leave during the year will not receive a discount or credit for time not at school
- No fee reduction will be given for family grievances.

### **Lower Income Tuition Fees**

- Lower Income Tuition Fees are offered to families who are approved for School Card under the School Card Assistance Scheme. This is a State Government administered scheme.
- St Martin's Catholic Primary School will provide families with the Lower Income Tuition Fees if they are approved for School Card (refer below).

### **Enrolment for Less than a Full Year**

- Tuition fees will be pro-rated for new enrolments of less than a full year
- Same payment methods and terms will apply.

### **Withdrawal of a Student from School**

- Families who are withdrawing from school prior to its completion are required to give one Term's written notice to the Principal
- Failure to do so will incur one Term's fees penalty
- This penalty will be required to be paid prior to exit.

### **Discounts and Remissions**

#### **Sibling Discounts**

Sibling discounts are available to families with two or more children attending the school on the following basis:

- Sibling discounts apply to Tuition Fees
- Sibling discounts will be applied at a rate based on the School Board's discretion
- Sibling discounts are reviewed each year and adjusted at the discretion of the School Board in reference to the current 5-year plan
- Sibling Discount Rates (refer to Appendix B)
- No discount is offered for siblings at other Catholic schools.

#### **Early Payment Discounts**

- Payment in full of the current year's Tuition Fees before 1<sup>st</sup> March will receive a discount of 3%
- Early payment discount is only applicable to the Tuition fees (i.e. Laptop is not a discretionary item).

### **Income Based Remissions**

#### **School Card**

- Families may be eligible for Lower Income Tuition Fees through the Department for Education, South Australian School Card Scheme
- Families are responsible for applying and maintaining a valid School Card
- Families who present a valid School Card for the current school year will be eligible for Lower Income Tuition Fees
- Until a valid School Card is presented, families are responsible for payment of the Full Tuition Fee.

#### **Financial Difficulty Remissions**

- If parents/guardians are experiencing genuine financial difficulty, it is their responsibility to meet or discuss with the principal or delegate for consideration of alternative financial arrangements
- Any such arrangements shall be formally communicated by the school, be subject to periodic review, and may have terms and conditions applied.

St Martin's Catholic Primary School can provide support to families experiencing difficulties in the following ways:

- 1) Deferred payment during the period of financial or hardship difficulty.
- 2) Reduced Payment Schedule during the period of financial or hardship difficulty.
- 3) Remission of Tuition Fees due to exceptional circumstances (refer Remission process)

## **Payment Methods and Terms of Payment**

St Martin's Catholic Primary School requires all families to enter into payment plans that ensure school fees are fully paid by the completion of the last working day of September, unless paying in full by 1<sup>st</sup> March or prior arrangements have been made.

Families must choose one of the following payment plans:

- Fortnightly (18)
- Monthly (8)
- Weekly (35)
- Termly (3)

All fees must be paid as per the terms of the Payment Option Agreement.

Any variation to the above, needs to be communicated and authorised by the Business Manager for approval.

St Martin's offers the following payment options:

- Online payment via the CIVICA Community Portal
- Direct Debit System – Direct payment via savings account
- Credit Card System – Direct payment via credit cards
- EFTPOS – Either savings account and credit cards
- BPAY – payment details are listed on family statements
- Centrelink deductions
- Payment over the phone
- Cash

**St Martin's does NOT accept:**

- **Cheques**
- **AMEX**
- **Crypto Currency**
- **Pay-Pal**
- **After Pay**

Payment times at school are as follows (unless special arrangements have been made):

- Monday – Friday | 8.30am to 3.15pm

## **Split Family Accounts**

- Accounts will not be split unless the school is required under law through a Court Order
- All parents have a legal responsibility upon signing the Enrolment Form to pay all fees and charges owing
- Parents/guardians are required to make their own arrangements regarding payment fees.

## **Debt Management**

- If an outstanding fee account is not resolved following the schools engagement with the parent/guardian using the Catholic Education South Australia (CESA) fee collection process and procedures, the school may undertake debt collection procedures
- All collection costs for unpaid school fees and charges are to be paid by the parents/guardians.

## **Appendices:**

Appendix A | Tuition Fee Schedule

Appendix B | Sibling Discount Rates

Appendix C | Fee Process

Appendix D | Debt Management Letters

<b>Implemented:</b>	2021
<b>Ratified by School Board:</b>	2021
<b>Reviewed:</b>	2024
<b>Next Review:</b>	2027